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## SECTION 3: TRAINING

### 3.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Manager, Environment, Health, Safety and Assurance (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training and Document Management Office, 105 TASF.

### 3.1 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.2 PURPOSE AND SCOPE

The Training Program seeks to provide a safe work environment for all Ames Laboratory employees by creating and distributing high quality, well-crafted and relevant training sessions that address the current safety needs all Ames Laboratory employees. The Training and Documents Coordinator is responsible for program development with implementation assistance from subject matter experts, Human Resources, Occupational Medicine, program/department managers, group/section leaders, supervisors, safety coordinators, and safety representatives.

### 3.3 BACKGROUND INFORMATION

Environment, Health, Safety and Assurance (ESH&A) coordinates the Laboratory's Training Program, which provides employees with the training necessary for the safe and productive completion of their work responsibilities. While a primary emphasis is placed on the fulfillment of EHS&A training requirements, the Training Office is a Laboratory wide department and can serve as a resource for all Ames Laboratory employees seeking a safer work environment.

The Needs Assessment Process identifies training requirements for Laboratory employees. Subject Matter Experts (SMEs) provide training from various disciplines around the Laboratory. The SMEs in conjunction with the Training Office prepare sound lesson plans to address identified needs. Use of the Institutional Training Course Review Procedure ensures courses are reviewed and updated to meet best practice standards.

Furthermore, the program utilizes a web-based training management system to track employee training participation in relation to mandatory job requirements and to deliver training in various formats. Employees have access to view their own training records and those of any employees they supervise. The Training Program focuses on the following core activities: needs assessment, institutional training courses, course development, job (activity) specific training, training record keeping (electronic and/or file copies), training coordination and performance reporting.

### 3.4 PROGRAM INFORMATION

The core activities of the Ames Laboratory Training Program are detailed separately in the [Ames Laboratory Training Program Manual](#).